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CITY OF RIVERSIDE
HUMAN RESOURCES DEPARTMENT
CLASSIFICATION SPECIFICATION

TITLE: COMPENSATION AND EMPLOYEE RELATIONS MANAGER

DEFINITION

Under general direction, to manage the Classification, Compensation and Employee Relations functions of the City of Riverside; perform supervisory and/or lead supervisory professional human resources work in the development, implementation and administration of the City's human resources program; and to do related work as required.

REPORTS TO: Human Resources Director

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Human Resources Director. Exercises functional, technical, lead and supervisory direction over professional, para-professional, technical and administrative support staff as assigned.

EXAMPLES OF DUTIES

Typical duties may include, but are not limited to, the following:

- Develop and manage the classification and compensation program.
- Supervise and conduct numerous classification and compensation studies; develop Job Analysis Questionnaires, conduct job analysis interviews; develop recommendations.
- Participate in over-all planning related to departmental goals and objectives .Assist in establishing and implementing organizational policies and procedures; monitor effectiveness of policies and procedures and make revisions or recommendations for improvement as appropriate; research and develop new polices and procedures.
- Manage the employee relations function and assure timely handling of all activities in this area.
- Participate in budget administration, development and monitoring.
- Research and implement new technology to solve departmental and organizational needs.
- Review, evaluate and revise internal procedures to more effectively serve departmental needs.
- Prepare various Council reports.
- Prepare union correspondence, interact with union representatives on employment, compensation, classification and employee relations matters.
- Assist in mediating supervisor/employee issues; develop action plans.
- Supervise and perform complex research and analyses activities concerning organizational structure, staffing, operations, procedures and policies; make re com mendations for de partm ental and C ity policy.
- Participate in organizational strategy related to compensation philosophy.
- Prepare detailed salary and fringe benefit resolutions based on MOU's and other Council approved actions; prepare consolidated resolutions incorporating all resolution amendments; ensure accuracy.

- Coordinate classification/compensation activities with the Budget office.
- Conduct research and prepare findings related to compensation issues involving FLSA, internal policy, procedure, practice and/or MOU.
- Oversee and participate in the maintenance and revision of all City job descriptions; oversee and participate in the development of new job descriptions; oversee maintenance of deleted job descriptions and the document imaging for all job descriptions.
- Participate in the meet and confer process as a resource and member of the management negotiating team.
- Receive all complaints including employment discrimination, general harassment, sexual harassment and violence in the workplace; determine scope; communicate with Department Head; conduct and/or assign to staff appropriate investigation; prepare written report with findings and recommendations. Maintain a log and record of all employee relations cases on annual basis.
- Work with City departments to resolve classification/compensation problems, analyze staffing needs, interpret human resource policies and procedures and recommend effective courses of action. Coordinate Employee Assistant Program referrals and educational sessions for workgroups as needed.
- Serve as staff on various labor/management committees as assigned including City-wide, Public Works, Wastewater, Utilities, Park and Recreation, Streets, etc.; conduct research on requested items and report back with findings.
- Issue various periodic employee reminder notices related to outside employment, harassment/discrimination, electronic usage, excess vacation and sick leave; prepare and distribute various departmental reports.
- Oversee and participate in development of various training sessions related to harassment, discrimination and/or internal procedures.
- Oversee maintenance of salary records/schedules by effective date; implement mass salary increases into the payroll system.
- Advise departments with regard to interpreting the salary/fringe benefit resolutions to meet special needs.
- Receive and evaluate all non-routine personnel actions; discuss exceptions with departments and determine appropriateness; take actions to higher level(s) as necessary.
- Monitor activity reports and performance indicators.
- Develop a variety of correspondence as required.
- Participate in special projects as assigned.
- Serve as staff to Human Resources Board; report on various activities; conduct research and provide data.
- Serve as Acting Human Resources Director.

QUALIFICATIONS

Knowledge of:

- Principles of human resources administration.
- Policies, procedures, ordinances and resolutions governing City personnel activities, condition of employment and/or employee benefits.
- Advanced research and statistical methods.
- Principles of office organization and management.

- Impact of labor market conditions and socio-economic issues on recruitment employment.
- Modern office practices, procedures and equipment, including microcomputers and applicable software applications.
- Principles and practices of municipal finance and budget preparation.
- Principles and practices of supervision and performance appraisal.
- Applicable federal, state and local laws, regulations and ordinances.

Ability to:

- Plan, organize and implement programs and related activities.
- Understand and interpret policies and procedures and explain them to others.
- Compile and maintain complex records, files and financial information.
- Establish and maintain a variety of personnel and related records requiring confidentiality and security.
- Communicate clearly and concisely, orally and in writing.
- Establish and maintain effective working relationships with persons within and outside of the organization.
- Coordinate and conduct complex, multi-phased projects and programs.
- Select, train and evaluate subordinates.

Education and Experience:

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education: Equivalent to a Bachelor's degree from an accredited college or university with major work in business or public administration or a closely related field. Two years of professional experience may be substituted for two years of required education on a year-for-year basis.

Experience: At least five years of professional Human Resources experience equivalent to a Human Resources Analyst with the City of Riverside. A Master's degree is highly desirable and may also substitute for one year of the required experience.

MEDICAL CATEGORY: Group 1

NECESSARY SPECIAL REQUIREMENT

Possession of an appropriate, valid class "C" California Motor Vehicle Operator's License.

CAREER ADVANCEMENT OPPORTUNITIES

FROM: Compensation and Employee Relations Manager

TO: Human Resources Director